



ASPIRE - LEARN - ACHIEVE

## WORK EXPERIENCE Code of Conduct Agreement

**Instructions:** Students to **read** and **sign** this form and **return** form to G Block

The *Work Experience Code of Conduct Agreement* is for you to read carefully and sign to show you accept and honour the following principles of work experience. You will not be placed into work experience unless you read, agree with and sign this document.

**1. I recognise:**

- on-the-job workplace training is a privilege
- I have responsibilities to my host employer and Bentley Park College
- Work Placement is an important part of my education.

**2. I know:**

- what my school expects of me
- what my employer may expect of me
- what I can expect to gain out of my work experience placement.

**3. During my work placement I will:**

- maintain a positive and enthusiastic attitude
- be courteous and respectful
- try to communicate effectively
- apply my skills and knowledge appropriately
- observe rules, regulations and instructions in the workplace
- meet the workplace dress standards
- actively participate in the tasks required.

**4. I am prepared to:**

- telephone my host employer at least one week before starting to discuss work experience and to arrange an initial meeting
- be interviewed by my host employer before work experience
- obtain signatures from employer, parent/carer and Principal before commencement of work experience
- notify of any absences before my expected start time by contacting my host employer by phone and the school by emailing [attendance@bentleyparkcollege.eq.edu.au](mailto:attendance@bentleyparkcollege.eq.edu.au)
- negotiate times, clothing requirements, lunch arrangements etc. with my host employer
- ask my host employer to complete an evaluation form at the end of my work experience
- attend a feedback session after my work experience.

I understand that during work experience I may have access to information that is private and confidential. I agree that I will not convey to any person outside the host employer's workplace any knowledge or information of a confidential nature which is gained in the course of the placement. I understand the seriousness of any breach of this *Work Experience Code of Conduct Agreement*.

\_\_\_\_\_  
**Student's name (Please print clearly)**

\_\_\_\_\_  
**Student's signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**

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*If you are unsure about any of the above, please see the G Block admin or Deputy Principal*